

CONSTITUTION AND BY-LAWS

— OF THE —

STATE BOARD OF HEALTH

— AND —

VITAL STATISTICS

— OF THE —

COMMONWEALTH OF PENNSYLVANIA.



HARRISBURG:

EDWIN K. MEYERS, STATE PRINTER.

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CLARENCE M. BUSCH,
PENNSYLVANIA STATE BINDERY,
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CONSTITUTION.

The Constitution of the STATE BOARD OF HEALTH AND VITAL STATISTICS OF THE COMMONWEALTH OF PENNSYLVANIA is the act of Legislature establishing the Board, approved June 3, 1885, of which the following is the correct text:

AN ACT

To establish a State Board of Health for the better protection of life and health, and to prevent the spread of contagious and infectious diseases in this Commonwealth.

SECTION 1. *Be it enacted by the Senate and House of Representatives of the Commonwealth of Pennsylvania, in General Assembly met, and it is hereby enacted by the authority of the same,* That the Governor, by and with the advice and consent of the Senate, shall appoint six persons, a majority of whom shall be physicians of good standing, graduates of regularly chartered and legally constituted medical colleges, and of not less than ten years' experience in the practice of their profession, and one of whom shall be a civil engineer, who, together with the secretary, the mode of whose appointment is hereinafter provided for, shall constitute and be designated as the State Board of Health and Vital Statistics of the Commonwealth of Pennsylvania. Of the six persons first appointed, two shall serve for two years, two for four years, and two for six years, from the first day of July next following their confirmation; and the Governor shall thereafter biennially appoint, by and with the advice and consent of the Senate, two persons, of the same professions as those whose terms of office have just expired, to be members of said Board, to hold their offices for six years from the first day of July next following their confirmation, and until their successors are appointed, excepting the secretary, who shall continue in office as hereinafter provided; but any member may be re-appointed. Any vacancy occurring in said Board during a recess of the Legislature shall be filled by the Governor until the next regular session of the same.

Manner of appointment.

Number of members.

Term of service.

Manner of organization.

SECTION 2. As soon as possible after the appointment of the first six persons as aforesaid, they shall meet in the office of the Secretary of the Commonwealth, and shall proceed, under the direction of the latter officer, to determine by lot which of them shall serve for the respective terms of two, four, and six years. Before entering upon the duties of the office, they shall take the oath prescribed for State officers by the Constitution of the State, and shall file the same in the office of the Secretary of the Commonwealth, who, upon receiving the said oath of office, shall issue to each a certificate of appointment for his respective term of office determined as aforesaid; upon receiving which they shall possess and exercise the powers, and perform the duties, of said Board as defined in this act. Immediately after having taken the oath of office, they shall organize by electing one of their number to be president, and by appointing a proper person, who shall be a physician of good standing, of not less than ten years' professional experience, and a graduate of a legally constituted medical college, to be secretary of said Board, who shall hold his appointment until removed by the appointment of his successor or otherwise. The Board may elect one of its own members secretary, in which case the vacancy thus created shall be filled by the Governor in the same manner as a vacancy caused in any other way. The president shall be elected annually. No member of the Board except the secretary shall, as such, receive any salary; but the actual traveling and other expenses of any member, while engaged on the actual duties of the Board, shall be allowed and paid on presentation to, and approval, by the Auditor General of an itemized account with vouchers annexed.

Appointment of secretary.

Actual expenses of members, to be paid.

Duties of secretary.

Salary of secretary.

SECTION 3. The secretary shall be the executive officer of the Board, and shall have all the powers and privileges of a member of said Board, except in regard to voting upon matters relating to his own office and duties as secretary. He shall receive an annual salary of two thousand dollars, which shall be paid him in the same manner that salaries of other State officers are paid; and such necessary expenses as the Auditor General shall audit, on presentation of an itemized account with vouchers annexed and the certificate of the Board, shall be allowed him.

Time and place of meetings.

SECTION 4. The said Board shall meet at least once every six months, and may also hold special meetings as frequently as the proper and efficient discharge of its duties

shall require, in the capitol building at Harrisburg (unless otherwise ordered), and the rules and by-laws of the Board shall provide for the giving of proper and timely notice of all such meetings to every member of the Board. The Secretary of Internal Affairs shall provide and furnish such apartments and stationery as said Board may require in the discharge of its duties. A majority of the members of the Board shall, at any regular, called, or adjourned meeting, organize and constitute a quorum for the transaction of business.

SECTION 5. The State Board of Health and Vital Statistics shall have the general supervision of the interests of the health and lives of the citizens of the Commonwealth, and shall especially study its vital statistics. It shall make sanitary investigations and inquiries respecting the causes of disease and especially of epidemic diseases, including those of domestic animals, the sources of mortality, and the effects of localities, employments, conditions, habits, food, beverages and medicine, on the health of the people. It shall also disseminate information upon these and similar subjects among the people. It shall, when required by the Governor or the Legislature, and at such other times as it deems it important, institute sanitary inspections of public institutions or places throughout the State. It shall codify and suggest amendments to the sanitary laws of the Commonwealth, and shall have power to enforce such regulations as will tend to limit the progress of epidemic diseases.

Duties and functions of board defined.

SECTION 6. In cities, boroughs, districts, and places having no local Board of Health, or in case the sanitary laws or regulations in places where boards of health or health officers exist should be inoperative, the State Board of Health shall have power and authority to order nuisances, or the cause of any special disease or mortality, to be abated and removed, and to enforce quarantine regulations, as said Board shall direct.

Powers of board.

Any person who shall fail to obey, or shall violate, such order shall, on conviction, be sentenced to pay a fine of not more than one hundred dollars at the discretion of the court.

Penalty for violation or neglect.

SECTION 7. It shall be the duty of the State Board of Health and Vital Statistics to have general supervision of the State system of registration of births, marriages, and deaths, of prevalent diseases, and of practitioners of medicine and surgery, to prepare the necessary methods, forms, and blanks for obtaining and preserving such records, and to insure the

Function of board in registration.

faithful registration of the same in the several counties and in the Central Bureau of Vital Statistics at the capital of the State. The said Board shall recommend such forms and amendments of laws as shall be deemed to be necessary for the thorough organization and efficiency of the registration of vital statistics throughout the State. The secretary of the State Board of Health and Vital Statistics shall be the superintendent of registration of vital statistics; as supervised by said Board, the clerical duties and safe-keeping of the Bureau of Vital Statistics thus created shall be provided for by the Secretary of Internal Affairs, who shall also provide and furnish such apartments and stationery as said Board shall require in the discharge of such duties.

Secretary of Internal Affairs to provide stationery and apartments.

Local boards of health and institutions to report to board.

SECTION 8. It shall be the duty of all health officers and boards of health in the State to communicate to said State Board of Health copies of all their reports and publications, and also such sanitary information as may be requested by said Board. And said Board is authorized to require reports and information (at such times, and of such facts, and, generally, of such nature and extent as its by-laws or rules may provide) from all public dispensaries, hospitals, asylums, infirmaries, prisons and schools, and from the managers, principals and officers thereof, and from all other public institutions, their officers and managers, and from the proprietors, managers, lessees and occupants of all places of public resort in the State; but such reports shall only be required concerning matters or particulars in respect of which it may, in its opinion, need information for the proper discharge of its duties.

Scientific investigations.

SECTION 9. Said Board may, from time to time, engage suitable persons to render sanitary service or to make or supervise practical and scientific investigations and examinations requiring expert skill, and to prepare plans and reports relative thereto. But no more than two thousand dollars shall be expended in any one year for such special sanitary service.

Annual report.

SECTION 10. It shall be the duty of said Board, on or before the first Monday of December in each year, to make a report in writing to the Governor of this State upon the sanitary condition and prospects of the State; and such report shall set forth the action of the said Board and its officers and agents, and the names thereof, for the past year, and may contain other useful information pertinent to the objects for which it was created, and shall suggest any fur-

ther legislative action or precaution deemed proper for the better protection of life and health; and the annual report of said Board shall also contain a detailed statement of the State Treasurer of all moneys paid out by or on account of said Board, and a detailed statement of the manner of its expenditures during the year last past, but its total expenditures shall not exceed the sum of five thousand dollars in any one year.

SECTION 11. The sum of ten thousand dollars (\$10,000) Appropriation. is hereby appropriated from the treasury for the purposes of this act and the expenditures properly incurred by the authority of said Board and verified by affidavit, subject, however, to the limitations hereinbefore imposed, and shall be paid by the Treasurer upon the warrant of the Auditor General.

SECTION 12. This act shall take effect immediately, and all acts or parts of acts inconsistent herewith shall be, and are hereby, repealed.

APPROVED—June 3d, 1885.

ROBT. E. PATTISON,
Governor.

BY-LAWS.

The By-Laws of the STATE BOARD OF HEALTH AND VITAL STATISTICS OF THE COMMONWEALTH OF PENNSYLVANIA are as follows:

ARTICLE I.

OFFICERS OF THE BOARD.

SECTION 1. The officers of the Board shall be a president and a secretary, as directed by section 2 of the act establishing the Board.

SECTION 2. All elections shall be by ballot.

ARTICLE II.

DUTIES OF OFFICERS.

SECTION 1. The president shall preside at the meetings of the Board, preserve order, and perform such other duties as custom and parliamentary usage require. He shall be *ex officio* a member of all committees.

SECTION 2. The secretary shall keep the records, and conduct the correspondence of the Board. He shall be custodian of all books, documents, furniture and other property belonging to the Board. He shall give proper and timely notice, in writing, of every regular and called meeting, to each member of the Board, and shall, as executive officer, perform such other duties as are assigned by the act establishing the Board, or by these By-Laws, as the Board may from time to time direct. All communications from the secretary to the Board shall be in writing.

ARTICLE III.

MEETINGS.

SECTION 1. The regular meetings of the Board shall be held on the second Wednesday in May, July and November, at Harrisburg (unless otherwise ordered). At the meeting in July the election of officers shall be held. At the meeting in November the annual report shall be adopted, and at the meeting in May a public address on some sanitary topic shall be delivered.

SECTION 2. Special meetings shall be called by the president, at such time and place as he shall designate, whenever requested in writing by three members of the Board, one of whom shall be the secretary.

SECTION 3. A majority of the members of the Board shall, at any regu-

lar, called or adjourned meeting, organize and constitute a quorum for the transaction of business.

ARTICLE IV.

ORDER OF BUSINESS.

SECTION 1. All meetings of the Board shall be called to order at the appointed hour by the president. In the event of his absence a chairman *pro tempore* shall be appointed.

SECTION 2. At regular meetings, the business shall be conducted as follows:

1. The secretary shall register the names of the members present.
2. The minutes of the last regular meeting shall be read.
3. The minutes of special meetings held since the last regular meeting may be read, if called for.
4. Report of the secretary.
5. Reports of standing committees.
6. Reports of special committees.
7. At the meeting in July, nomination and election of a president for the ensuing year.
8. Unfinished business.
9. New business.
10. Adjournment.

SECTION 3. At special meetings, the following shall be the order of business:

1. Registration of names of members present.
2. Reading of minutes.
3. Presentation of special subject.
4. Presentation of accounts.
5. Adjournment.

ARTICLE V.

REPORT OF THE SECRETARY.

The secretary shall, at the meeting in November, make a full report of his official acts, during the year ending October 1 preceding, and accompany the same with recommendation of such measures as he shall deem necessary for the preservation of the public health and the faithful execution of the law; and this report shall constitute the basis of the report of the Board to be presented to the Governor on or before the first Monday of December in each year, in accordance with the requirements of section 10 of the act constituting this Board.

ARTICLE VI.

STANDING COMMITTEES.

SECTION 1. The following standing committees shall be appointed by the president of the Board, at the meeting in November:

1. An executive committee.
2. A committee on registration and vital statistics.
3. A committee on preventable diseases, disinfectants and supervision of travel and traffic.
4. A committee on water-supply, drainage, sewerage, topography and mines.
5. A committee on public instructions and school hygiene.
6. A committee on adulterations, poisons, explosives and other special sources of danger to life and limb.
7. A committee on sanitary legislation, rules and regulations.

SECTION 2. Such papers, communications, or other matter received by the secretary, as he may deem proper for the purpose, he shall forward to the chairman of the appropriate committee, after filing the titles and memoranda, which shall be recorded in the secretary's office.

SECTION 3. All reports of committees shall be in writing.

ARTICLE VII.

FINANCES.

SECTION 1. All accounts against the Board shall be filed with the secretary, and may be presented at any meeting of the Board, when they shall be acted on in open session; and all accounts allowed shall be indorsed, "Approved by order of the State Board of Health and Vital Statistics," and shall be indorsed by the president and secretary.

SECTION 2. The secretary shall record, in a book reserved for that purpose, all accounts of expenditures ordered or made by the Board and its several members, and shall, before presenting any bill, account or voucher to the Auditor General, cause a copy of the same to be recorded, and shall have stamped upon such voucher, account or bill, the audit and date, as the executive committee shall provide.

ARTICLE VIII.

EXECUTIVE COMMITTEE.

SECTION 1. The executive committee shall consist of not less than three members, including the secretary of the Board, who shall be secretary of the committee.

SECTION 2. It shall have the general supervision of the finances, purchases, expenses and publications of the Board.

SECTION 3. Its office shall be in the city of Philadelphia, until otherwise ordered.

ERRATUM.

5. A committee on public institutions and school hygiene.

SECTION 4. It shall hold meetings at least quarterly, and as much oftener as it shall deem necessary, and shall meet on the call of the chairman.

SECTION 5. With the approval of the Board or of the executive committee, the secretary shall make requisition upon the Secretary of Internal Affairs for such stationery, printed forms, clerical labor, apartments and furniture as shall be needed for the use of the Board.

SECTION 6. No purchases shall be made or expenditure incurred except by order of the Board or of the executive committee; and the executive committee shall not have power to incur any indebtedness beyond the amount appropriated by law.

ARTICLE IX.

RULES OF ORDER.

In conducting the business of the meetings of the Board, the parliamentary rules governing the Legislature of the State of Pennsylvania shall be adopted so far as they are applicable to its deliberations.

ARTICLE X.

SEAL.

The seal of the Board shall be circular in shape, bearing on the circumference the words, "State Board of Health. Pennsylvania. 1885. *Salus Populi Suprema Lex*," and in the center the coat of arms of the Commonwealth.

ARTICLE XI.

AMENDMENTS.

These By-Laws may be altered or amended at any regular meeting of the Board by a two-thirds vote of the members present.

State Board of Health and Vital Statistics

— OF THE —

COMMONWEALTH OF PENNSYLVANIA.

OFFICERS AND MEMBERS.

President,

EDWARD WILLIAM GERMER, M. D., of Erie.

Secretary,

BENJAMIN LEE, M. D., of Philadelphia.

Members,

EDWARD WILLIAM GERMER, M. D., of Erie.

PEMBERTON DUDLEY, M. D., of Philadelphia.

DAVID ENGLEMAN, M. D., of Easton.

JOSEPH F. EDWARDS, M. D., of Philadelphia.

RUDOLPH HERING, C. E., of Philadelphia.

J. H. McCLELLAND, M. D., of Pittsburgh.

BENJAMIN LEE, M. D., of Philadelphia.

Place of Meeting,

Supreme Court Room, State Capitol, Harrisburg (unless otherwise ordered).

Time of Meeting,

Second Wednesday in May, July, and November.

EXECUTIVE COMMITTEE.

Members,

PEMBERTON DUDLEY, M. D., *Chairman.*

RUDOLPH HERING, C. E.,

JOSEPH F. EDWARDS, M. D.,

BENJAMIN LEE, M. D., *Secretary.*

Place of Meeting,

(Until otherwise ordered,)

Executive Office, 313 South Fifteenth Street, Philadelphia.

Time of Meeting,

Third Wednesdays in January, April, July, and October.

Secretary's Address,

313 South Fifteenth Street, Philadelphia.

Bureau of Registration of Vital Statistics,

Department of Internal Affairs, State Capitol, Harrisburg.

State Superintendent of Registration of Vital Statistics,

BENJAMIN LEE, M. D.



